

January 1, 2007

COMMUNICATIONS

Observers will contact the Pelagic Observer Program (POP) using the toll free number **1-800-858-0624** via land line once he/she arrives at the boat and has completed a safety check. Observers will update the POP each day while on standby to confirm the actual departure time and date. Observers will call in again when the boat has landed and update the POP on the unloading and discuss how long the observer should remain on site. **Please note that logistical reporting should always be done to the 800 line, do not leave messages on individual POP staff voice mails.** Observers should report landings on the voice mail over the weekend, and not wait to call in Monday morning.

While at-sea, the observers primary method of communication is the satellite phone (1-305-361-4563). It will be at the observer's discretion as to when phone is made with the Miami Lab. However we want at least one contact each trip and when a trip exceed 10 days in duration, one contact each week.

Communication **is necessary** for the following:

- 1) To provide a last known position for safety. This can be given in degrees Lat & Long or as a geographic location.
- 2) Report work status (see status codes)
- 3) Confirm collection and or sampling protocol
- 4) Alert the lab to an emergency or request assistance.
- 5) Report work hours

Communications Protocol

During all contacts, the lab will ask about your working status. Please use one of the following codes:

work status=0 I'm OK, Work OK;
work status=1 I'm OK, Work rough, Workable;
work status=2 I'm OK, Work not OK, Workable;
work status=3 I may not be OK, Work not OK;
work status=4 I'm not OK, Work not OK.

In work status **0,1 & 2** no immediate action will be taken by the lab. Specific problems, if any will be addressed during the debriefing.

Work status **code 3** denotes a serious situation aboard the vessel. All events will need to be documented and enforcement will be included in the debriefing process. If the observer desires, we will attempt to have enforcement present when the vessel reaches the dock.

Code 4 denotes that an observer has suffered an assault or otherwise feels that they may be in jeopardy. In this instance, steps will be taken to involve NOAA enforcement and the United States Coast Guard. An evacuation will be arranged or the vessel will be asked to return to port. Communications should be maintained until the observer is off the vessel.

Please be very careful about the use of these codes. A message left of "Code 4" on the 800 line voice mail will most likely result in dangerous and costly USCG rescue operations, please do not confuse the code; repeat it several times for clarity. Further, if you are out of earshot of the vessel crew and can speak freely, in addition to the code please elaborate on the vessel situation and why you feel you need evacuation.

Personal Sat phone use:

Observers are allowed approximately 5 minutes of personal sat. phone time for each 10 days the vessel is at sea. Observers who abuse this privilege will be issued a written warning, and further abuse will result in being issued a locked phone that can only dial official numbers and emergency operators. **Note that reporting time to IAP office staff is not considered personal, but an official duty-related call.**

Email:

Certain vessels may possess email communications that can be used in a limited fashion. Please check with the Captain to see if communications are pay-by-the-word or otherwise. Although we prefer to see all official communications come in to the 800/logistics line, in some cases where sat phone communications are difficult observers may report to lawrence.r.beerkircher@noaa.gov

Radio:

At the current time the SSB radio at the Miami Lab is not functional, and may not be for some time. We will advise observers if and when the radio back on line. Observers should still familiarize themselves with any radios the vessel in case emergency communications become necessary.